

TOWN OF SHEFFIELD
COUNCIL ON AGING
DECEMBER 3, 2015
SHEFFIELD SENIOR CENTER
6:30pm

Board Members Present: Kathy Staropoli, Chairman
Helen Johnston, Vice Chairman
Michelle Harwood, Treasurer
Richard Magenis, Secretary
Patricia Hardisty
David Smith, Jr.
David Steindler
Carol Sica
John Gilligan

Board Members Absent: Dorris Van Deusen
Annie Ryder

Others Present: Jennifer Goewey, Executive Director
Marsha Wilson, Assistant to the Director
Claudia Martin, President- Friends

Chairman Staropoli called the meeting to order at 6:32 pm.

APPROVAL OF MINUTES:

November 5, 2015 minutes were put on hold.

EXPENSE REPORTS:

Director Goewey presented the Council on Aging (COA) budget and Formula Grant David Smith Jr. moved to approve the Council on Aging Budget and Formula Grant as presented, seconded by David Steindler. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

Director Goewey distributed the final Committees, Commissions & Boards Rules and Regulation Handbook that has been finalized by the Board of Selectmen and one will be kept on file here at the senior center.

Director Goewey presented the Council on Aging with the December calendar to review, highlighting the special holiday Lunch to be held on December 17, 2015 at 12 noon. There will

be special music following the lunch. Cynthia Cassoff Henry will also be doing a presentation on death and dying along with a book signing. The Men's Breakfast was canceled for the month of December after the calendar was printed.

The transportation fliers were printed and distributed to COA members for distribution to promote the program. Discussion ensued regarding further publicity and outreach including reaching out to the newspaper and local radio station.

There will be an opportunity for those interested to complete the required training to become a certified volunteer driver of our van at Berkshire Regional Transit Authority on Friday, December 11, 2015. Director Goewey has encouraged those who need to complete the training process to take advantage of this opportunity.

Elder Services will be hosting a mandatory training to be held in Pittsfield on Tuesday, December 8, 2015 for all who volunteer as Meals on Wheels (MOW) drivers and for our congregate meal, along with directors and office staff.

Director Goewey gave an update on the "Brown Bag" food program, which currently has 10 participants signed up. Distribution will be once a month, the second Wednesday. The application process is simple and all who are qualified are encouraged to apply.

KCM Carwash, Matt Emprimo and Christine Goretti have made a donation of fifty dollars to the transportation program. These funds will be used to wash the van during the winter at their establishment. It was the consensus of the Board that Director Goewey send a letter of thanks.

Director Goewey reported that she has implemented a new visitor intake form, adding emergency contact information to the system, and is working on updated the information in the system. The files have also recently been purged and organized. She thanked Michelle Harwood for all of her help during this process.

Director Goewey gave an updated figure on the funds collected and turned over to the general fund for exercise money collected.

Director Goewey stated that she went to two nursing homes, Laurel Lake in Lee and Fairview Commons in Great Barrington to visit several Sheffield residents who are currently admitted in the facilities. Some of the placements are long term and some are short time rehabilitation services.

CONFIDENTIALITY POLICY:

Director Goewey presented the COA with a proposed confidentiality policy that she drafted. Discussion ensued and minor changes were made. It was the consensus of the board to submit the draft policy to the Town Administrator for feedback and seek advice on the signature page.

FORMULA GRANT CONTRACT:

The state contract has been finalized by the state, and the Town Administrator and Director Goewey have signed and returned the contract to secure the State Formula Grant for 2016. The contract was distributed to all board members.

TRANSPORTATION:

Director Goewey presented the board with the monthly transportation report for the month of November and expressed how satisfied the users are with the service and drivers. \$191.00 was collected in user fees and was deposited into the transportation revolving account.

CONGREGATE MEALS:

John Gilligan gave an update on the congregate meal program stating that we are averaging 41 dinners per month. The menu was updated with important nutritional information that he found useful. Gilligan continues to attend the monthly board meetings providing insightful feedback to Elder Services.

CHAIRMAN ITEMS:

Chairman Staropoli discussed the possibility of a couple of mini day trips for the month of January including to the Clark Museum of Art in Williamstown.

Chairman Staropoli presented the COA with the mission statement showing proposed changes. The board reviewed the changes and made additional modifications to the mission statement. David Steindler made a motion that the proposed mission statement changes be presented to the Town Administrator and Board of Selectmen, seconded by Michelle Harwood. The motion carried unanimously.

MEMBER ITEMS:

Discussion ensued regarding the Men's Breakfast program. Richard Magenis suggested that we reach out to someone to do a presentation on hunting to the group in the future. Director Goewey will reach out to Selectmen Peterson and his father Wes to see if they might be interested.

FRIENDS ITEMS:

Claudia Martin, President of the Friends of the Sheffield Senior Center, presented the board with lower level architectural plans completed by John James. Discussion ensued regarding the layout of the floor plan. Martin stated that they currently have enough funds to begin the project and will continue their fundraising efforts, including a "paint and Sip" and a concert at the school. They will look into getting some shelving which the library is getting rid of that will be used when the project is complete.

Michelle Harwood stated that the Thanksgiving Turkey lunch fundraiser was successful and they made \$550.00 total.

UPCOMING MEETING:

Discussion ensued regarding the current meeting time. It was the consensus of the board to try meeting at an earlier time. The next meeting is scheduled for January 5, 201~~6~~⁵ at 4:00 pm.

David Steindler moved to adjourn the meeting at 7:35 pm, seconded by Richard Magenis. The motion carried unanimously.

Respectfully submitted by,

Jennifer Goewey
Executive Director

Documents Reviewed:

COA Budget, Formula Grant Budget, Transportation Report, Draft Confidentiality Policy, Formula Grant Contract, Mission Statement, Committees, Commissions & Boards Handbook